instructions for the use of the Olivetti

Lettera 22

typewriter

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Olivetti Lettera 22

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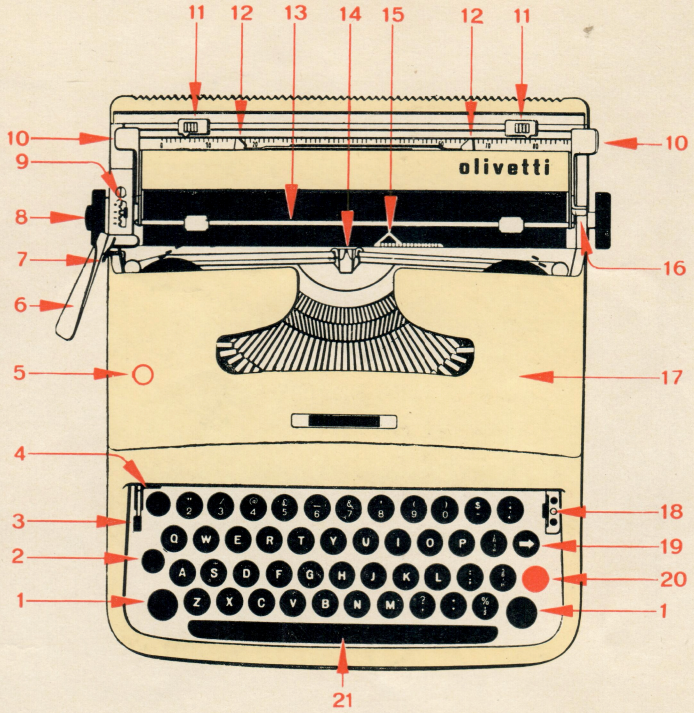
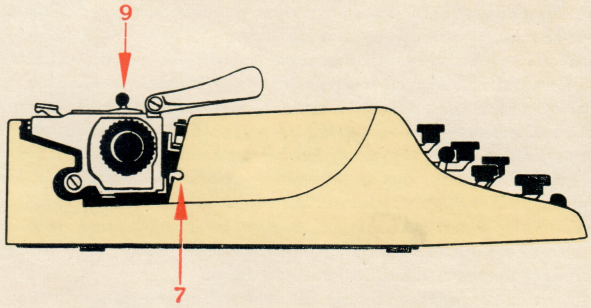
MADE IN GREAT BRITAIN

The Olivetti Lettera 22 is quite clearly a portable typewriter of the most up-to-date design and of fine workmanship.

What is less obvious—until you come to know the machine in use—is how nearly the Lettera 22 corresponds in performance to the very latest standard machines. For the Lettera 22 has embodied in its design all those refinements—key-set tabulator, personal touch tuning, carriage mounted on roller bearings, self-locking segment, full-length ribbon and standard size spools, and many others—which are not usually found on a portable machine. Olivetti have been able to do this, using their great fund of experience and skill, without making the machine weighty or bulky. Its controls are very simple, and the quality of its typing is everything the most critical expert could desire.

A few minutes spent in reading this book will enable the novice and the experienced typist alike to get the very best out of this excellent typewriter.





1 Shift Keys
2 Shift Lock
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20 Tabulator Key
21 Space Bar

Preparing the machine for use

After removing all the cardboard and paper packing, these simple preliminaries should be followed :

(*a*) Move the *carriage return and line space lever* **6** into its working position.

(*b*) Make sure that the *ribbon colour change lever* **18** is in the blue (or red) position.

(*c*) The *line space selector* **9** must be in one of the slots 1, 2 or 3.

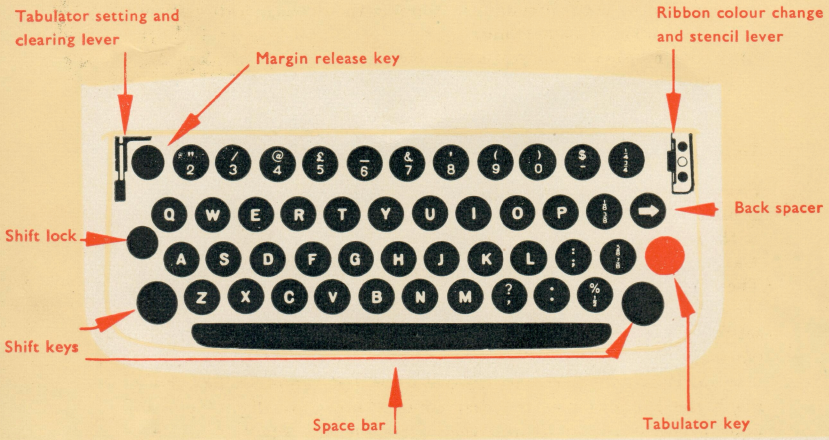
(*d*) Make sure that *margin stops* **11** are at opposite ends of the carriage.

How to insert the paper

To insert paper, lift the bail rod **13** and slide the paper behind the platen (roller), turning the platen until the paper emerges at the front. If the paper needs to be straightened, pull the paper release lever **16** forward, and then make the paper level. The machine is now ready for use.

Setting of tabulator stops

Name	Christian name	Town	Amount
↓	↓	↓	↓
Walker	David	London	1:12:6
Smith	John	Perth	10:9
Hope	William	Bristol	221: 4:0
Stevens	Larry	Glasgow	9:11:4



Keyboard

Shift Keys 1

To type capital letters, press either of the two shift keys **1**.

Shift Lock 2

Press this key whenever you want to type continuously in capitals. To return to normal typing, press either of the shift keys **1**.

Back Spacer 19

Press this key to move the carriage back one space.

Space Bar 21

This moves the carriage one space forward to provide the space between words.

Margin Release and Paragraph Indentation Key 4

This key serves a double purpose :

(*a*) It enables you to type outside the limits set by either of the margin stops **11**. When the carriage reaches the right hand margin

stop at the end of the writing line, the keyboard is locked. A touch on the margin release key **4** unlocks the keyboard and allows the carriage to clear the margin. Typing can then be continued beyond the margin to the end of the platen, when the keyboard will again become locked.

(*b*) It gives automatic paragraph indentation. If kept pressed down while bringing the carriage back to the start of a new line, the carriage will stop 5 spaces in from the margin.

Tabulator Key **20** and Tabulator Setting and Clearing Lever **3**

The tabulator makes it easy to type tables of words or figures in any arrangement of vertical columns, stopping the carriage automatically at the beginning of each column.
Once the number and position of columns required are known, a stop must be set for each of them.

To set the stops

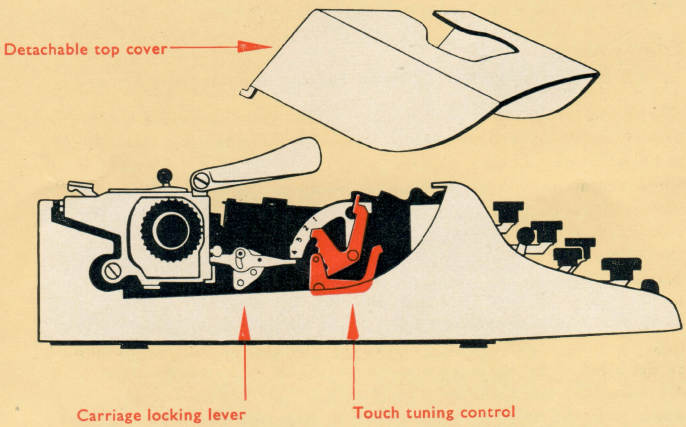
First clear all the tabulator stops by pushing the tabulator setting lever **3** backward while moving the carriage its full length from one side to the other. Move the carriage to the point at which the type guide **14** coincides with the beginning of the first column you require. Then pull the tabulator setting lever **3** forward. Next move the carriage along to the place where the second column is required, and set the second stop in the same way, and so with any further columns. Once the stops have been set, and the carriage moved to the left margin, it is only necessary to press the red tabulator key **20** to reach the beginning of the first column automatically. Type the appropriate words or figures, then press the key again to arrive at the second column and so on.
In typing columns of numbers always set the stop for the largest number in your list and use the space bar to bring you to the right position in the column for any smaller number.
The example on the opposite page shows how to use the tabulator. When it is desired to change the arrangement of the columns, or to eliminate them entirely, the stops must be cleared.

To clear the stops

To clear a single stop, bring the carriage to that stop by pressing the tabulator key, then push the tabulator clearing lever **3** backward. To clear all the stops at once, keep the tabulator clearing lever pushed backward while moving the carriage its full length by using the carriage release lever.

Ribbon Colour Change and Stencil Lever **18**

With the lever set against the blue dot, typing takes place on the upper half of the ribbon : when set against the red dot, typing takes place on the lower half. For stencil cutting, the ribbon is put out of action by setting the lever against the white dot.



Personal Touch Tuning Control 5

This device enables the user to adjust the key tension to suit his or her touch. The lever will be found under the detachable top cover on the left side. There are four positions, 1 the lightest, 4 the heaviest.

The beginner is recommended to start with the tension set at 4. Later, as ease and lightness of touch and speed have been acquired, the adjustments can be brought into play one after the other until the lightest touch is in use at position 1. Experienced typists who have used heavier machines will find it better to follow this method too.

Carriage Locking Lever 7

This locks the carriage in the central position and prevents it from moving whilst it is being carried. The carriage should be locked every time the typewriter is put into its case.

Line Space and Carriage Return Lever 6

Carriage

The Carriage return lever must be hinged forward when using the machine and folded back when replacing it in the carrying case. When brought forward into the working position, it is used to take the carriage back to the beginning of the writing line ; at the same time it moves the paper up ready for typing a new line, according to the setting of the line space selector.

Line Space Selector 9

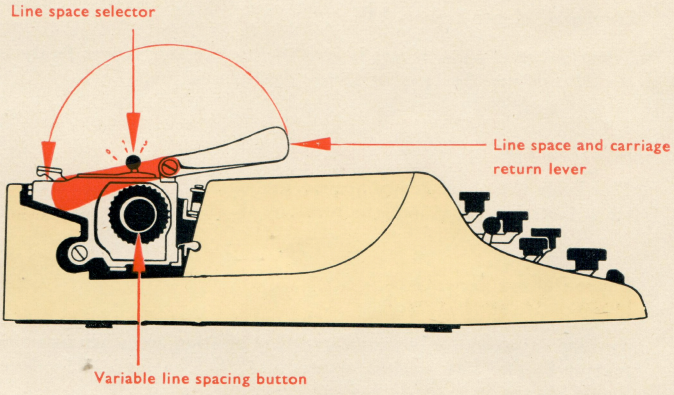
The distance between consecutive lines of typing is determined by the line space selector. This is set in position 1 for single spacing, in position 2 for intermediate spacing, and in position 3 for double spacing.

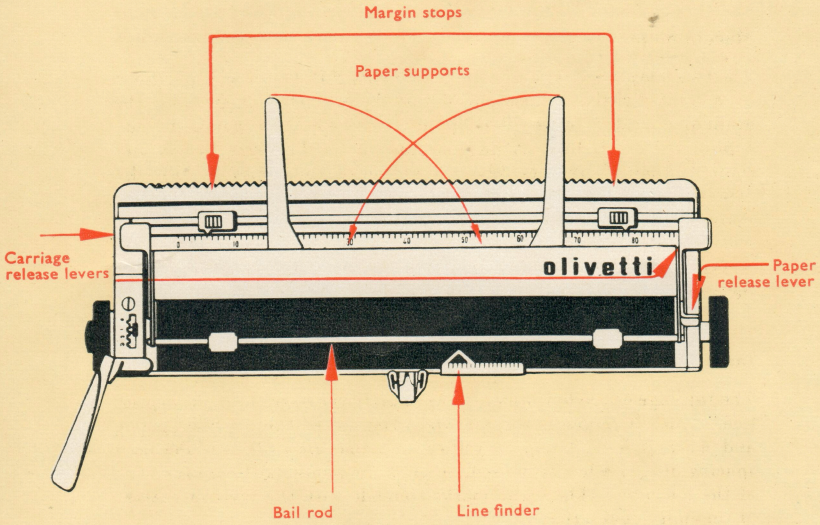
The intermediate spacing which has been made possible by the vertical half-spacing mechanism is particularly useful for private correspondence, as it gives a better opportunity for setting out letters on the smaller sheets of notepaper.

With the line space selector in position 0, the spacing mechanism is disengaged and the platen (roller) can be revolved freely by hand to any position. This is used when inserting corrections between lines, or for signs either above or below the writing line, for example : H_2SO_4, $a^3 + b^3$, etc.

Variable Line Spacing Button 8

The platen can also be disengaged from the spacing mechanism by pressing this button. Use this in conjunction with the Line Finder **15** when you wish to start typing at a particular position on the paper, when typing on ruled forms, or to find the correct alignment when re-inserting into the machine a sheet that has already been typed.





Carriage **Carriage Release Levers 10**

When either of these levers is pressed, the carriage moves freely to the left and may be brought to any desired position.

Bail Rod 13

This holds the paper firmly against the platen. It should be raised when inserting paper into the machine or when making an erasure.

Paper Release Lever 16

When pulled forward it loosens the paper under the platen. It is used for adjusting the paper to a vertical position and when inserting several sheets with carbon paper into the machine. The lever should always be in the locked position while typing.

Paper Supports **12**

These are folded down when not in use and are raised to support the paper while typing.

Margin Stops **11**

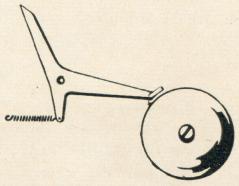
The two margin stops can be moved quickly into the desired positions by pressing lightly on them and sliding them to left or right along the graduated scale. Each division on the scale corresponds to one typing space. Before setting margins, move the stops to left and right extremities respectively. Next, move the carriage until the type guide **14** coincides with the point at which you want your left margin to be. Then move the left-hand stop to the right as far as it will go. Reverse the process to set right hand stop. If you want to type beyond the margin stops in either direction, use the margin release key **4** as shown on page 5.

Line Finder **15**

The top edge of the line finder shows exactly the position of the typing line. Thus it serves as a guide when you are writing on lined paper and when it is necessary to return to a line after the variable line spacing button **8** has been used, or when the paper has been taken out of the machine. The white marks coincide with the vertical centres of the individual letters.
Vertical or horizontal lines can be drawn by inserting a pencil point in one of the corners of the triangular guide, meanwhile revolving the platen for vertical lines, or moving the carriage sideways for horizontal lines.

Bell

The ringing of the bell is a warning that there are seven spaces more before the end of the writing line.



Top Cover and Ribbon

Detachable Top Cover 17

To remove, hold the cover firmly at the centre and lift from the front. This gives access to the ribbon spools, to the type for cleaning purposes, and to the touch tuning device.

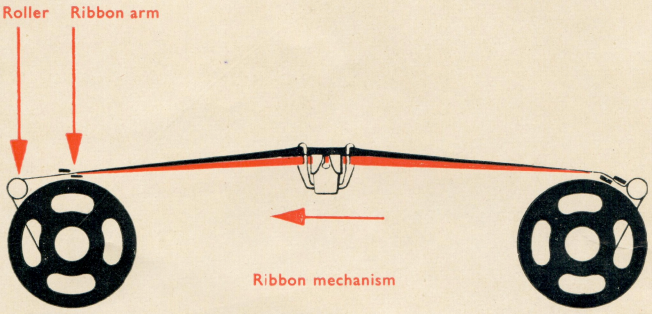
The Ribbon

Generally in two colours, the top half being blue or black and the bottom half red. To switch from one to the other use the ribbon colour lever **18** as indicated on page 5. The machine uses a full length ribbon, on standard machine size spools.

Ribbon Reverse

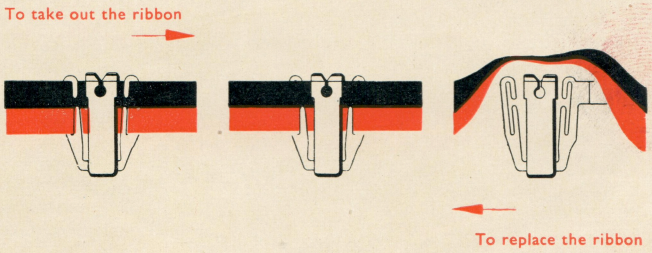
The ribbon moves along automatically each time a key is depressed. When it reaches the end of one spool, it reverses also automatically. To wind the whole ribbon on to one of the spools, e.g. when about

to change it, just rotate the appropriate spool with the finger. Before doing so, move the ribbon arm as far as it will go away from the spool towards the centre of the machine.



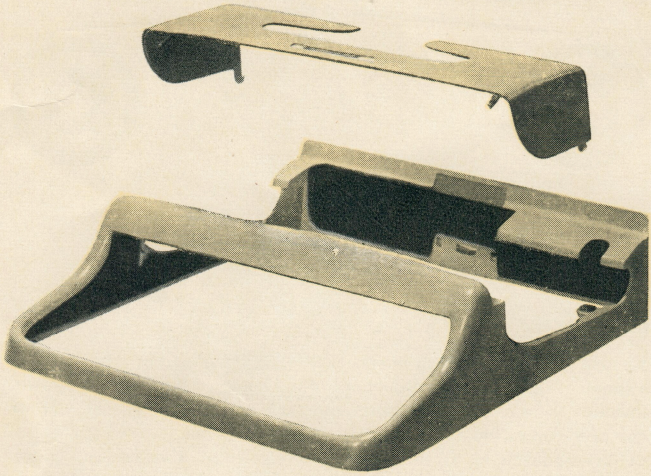
Changing the Ribbon

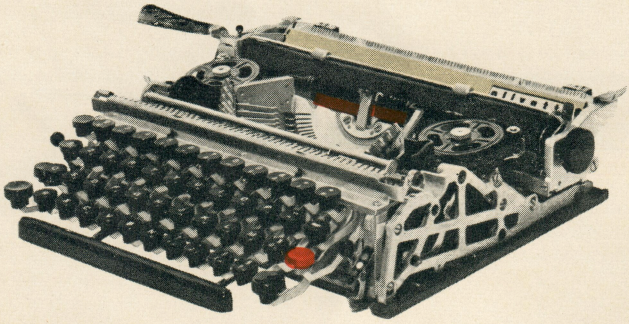
Having removed the top cover, wind the whole of the ribbon on to a spool. Then slide the ribbon out of the hooks of the ribbon vibrator, unscrew the spool securing nuts and take out the two spools. Hook the new ribbon on to the empty spool and wind it until the metal catch—about 6 in. from the end—is covered. Replace the spools on their shafts, making sure that the bottom half of the ribbon is in the red position and refit the ribbon into the ribbon vibrator.



Putting the Machine in its Case

First lock the carriage with the carriage locking lever **7**, fold the carriage return lever **6** back and down.




olivetti

Maintenance

The Olivetti Lettera 22 requires very little maintenance, however heavy the load of work. But naturally it will give its best if it is treated with the care that every fine machine deserves. Always slip the rubber cover over the machine when it is not in use, to protect it from dust. Then to keep it up to concert pitch, follow these simple rules.

Type Cleaning

As soon as the typing lacks its usual clean appearance, clean the type. Take off the *top cover* **17**. Now press the keys on the left half of the machine with open hand and slide a piece of paper under the lifted type bars. The paper will support the type and catch the dirt. Use the nylon brush which is supplied in the cleaning kit, dip it in petrol and clean each letter. After cleaning, wipe the type dry and remove the paper carefully. Follow the same procedure with the other half of the keys. Do not allow drops of petrol or pieces of dirt to fall into the machine or to adhere to the type bars.

Cleaning the Platen

Use a clean white rag slightly dampened with petrol.

Internal Cleaning

For a quick internal cleaning, unscrew the metal plate under the machine, clean the internal parts with the soft hair brush also supplied with the cleaning kit. It should be dry. Never oil the machine. It leaves the factory ready for long service without attention.
Special oils are necessary and are applied only to certain points. Injudicious oiling can interfere with the proper working of the machine.

General Maintenance

From time to time you should have the typewriter overhauled. This lengthens its life and keeps it in good working order. For such attention you are advised to go either to an Olivetti agent or to some reliable typewriter maintenance firm.

Faulty Working

If a fault does develop take the machine to your Olivetti agent or to a good typewriter maintenance firm. As a rule, defects are small and very easily put right by an expert. But damage can be caused by inexperienced hands.

Making Corrections

The Lettera 22 provides horizontal half spacing. When the space bar is pressed down, the carriage moves a half space to the left ; when it is released, the carriage moves another half space. This action is most useful when making a correction to insert an omitted letter, or when it is necessary to insert a shorter word in place of a longer one :—

(*a*) Inserting an omitted letter :

it was a vey good idea
it was a very good idea

After erasing the error, position the carriage so that the printing point is immediately over the blank space immediately preceding the word to be corrected. Then press the space bar and, while it is down, strike the letter desired. Release the space bar and repeat the process until the word is completed.

(*b*) Reducing the space :

They have a good idea
They had a good idea

Position the carriage to the space preceding the erased word, then space one full space followed by half a space thereafter using the same procedure as in example (*a*).

Erasing

When erasing with a rubber, move the carriage to one side so that the particles of rubber from the eraser fall clear of the type segment.

Backing Sheets

When typing single copies it is advisable to have an extra sheet of paper behind the one being typed. This ensures a better impression and reduces the wear on the platen.

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